

21 January 2021

Dear Parent/Carer,

### Year 13 Parents' Evening - Thursday 28 January 2021

We are going to pilot a new Parents' Evening model to enable subject teachers to discuss the progress of Year 13 students with parents/carers. With the current COVID-19 restrictions, the evening will be conducted on a video platform. We expect students to be present with parents/carers as they would be on a normal Parents' Evening. The event is scheduled for:

**Thursday 28 January 2020, from 3.30 - 7.00pm.**

The key aims of the evening will be to:

- Help students recognise gaps in their knowledge and understanding.
- Allow subject staff to give students advice as to how they can improve, following their December examinations and considering the work that has been completed in the Autumn Term.

The timings of the appointments will vary from subject to subject, as a result of different class sizes. The usual time allotted for a meeting will be 6 minutes. If the meeting finishes before, the teacher can end the meeting. Please be aware that the meeting will end and the video link will cut out once the allotted time has elapsed, and the member of staff cannot extend the appointment.

Meetings can be booked from Thursday 21 January up to and including Tuesday 27 January. Please visit <https://isleworthsyon.schoolcloud.co.uk/> to login and select your appointments. The login will require you to enter basic details about yourself and your son/daughter/ward in order to access the site. You will find a guide on how to login, make appointments and conduct the video meetings on the next page of this letter; you can also watch a helpful video guide [here](#).

If you have any issues with accessing the site or making appointments, please let us know by emailing Mr Theobald at [jtheobald@isleworthsyon.org](mailto:jtheobald@isleworthsyon.org). We would also ask that you please bear with us during this pilot; we will welcome feedback after the event has concluded.

We look forward to meeting you at the online Parents' Evening and would like to thank you for your continued support.

Yours faithfully,



**Mr J Doyle**  
Assistant Headteacher - Sixth Form Leader

*Continued on next page...*

Browse to <https://isleworthsyon.schoolcloud.co.uk/>

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

[Log In](#)

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

[Next](#)

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

**Choose Teachers**

If there is a teacher you do not wish to see, please unlick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

**Manual Booking Grid**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**My Bookings**

View 11 bookings

This page is intended for parents to view their child's bookings. Please do not edit or delete any bookings. If you need to change a booking, please contact the school office.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Mathematics	M2
16:50	Mrs A Wheeler	Ben	French	L4
17:00	Mr J Brown	Andrew	Mathematics	M2
17:10	Mrs D Mumford	Ben	English	E6

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.